

# D R A F T

## PREFACE

### GENERAL

This document is a Technical Report Type 1, commonly referred to as a tutorial. The primary purpose of this tutorial is to convey the developer's (X12G/TG2/TIGERS) intentions for the use of the transaction's segments, data elements and code values. This tutorial is not meant to be used as an implementation guide for trading partners.

### VERSION AND RELEASE

This tutorial for transaction set X12 Asset or Income Offset (521) is based on the December 1996 ASC X12 Standards, referred to as Version 3, Release 7 (003070).

*AD 1 SEGMENT  
NEGOT TO BE IN 4020*

### PURPOSE AND SCOPE

This Draft Standard for Trial Use contains the format and establishes the data content of the Income or Asset Offset Transaction Set (521) for use within the context of and Electronic Data Interchange (EDI) environment. This bi-directional transaction set can be created by an agency or entity to require an employer or asset holder to withhold and deliver assets or income on behalf of a person or entity to whom they are owed, as in a levy, lien, or garnishment. It can also be used to confirm or modify a prior notification. This transaction set can also be used by the employer or third party to report the ability to comply with the requirement and the terms of that compliance and may be used to initiate an electronic funds transfer in order to satisfy the requirement.

### LIMITATIONS

### REFERENCED AND RELATED STANDARDS

The following standards may be required to interpret, understand and use this tutorial:

- X12.3 Data Element Dictionary
- X12.5 Interchange Control Structures
- X12.6 Application Control Structure
- X12.22 Segment Dictionary

### FORMAT AND SYMBOLS

Transaction set tables and loops are provided on pages three and four. Successive pages detail each segment that appears in the transaction set tables.

Following the transaction set tables is a detailed description of each segment in the order specified by the transaction set tables. Segments are listed by segment ID and name, level (i.e., header, detail or summary), loop (if the segment is contained within a loop), loop repeat (for the first segment in the loop), requirement within the transaction set, maximum use, purpose, syntax, and semantic notes and comments (if any). Special notes prepared and specific data element codes recommended by the subcommittee are provided in the shaded blocks.

X12.6 Application Control Structure contains the formal definitions of all terms related to electronic data interchange. Abbreviations used in this tutorial include:

<u>Abbreviation</u>	<u>Definition</u>
AN	Alphanumeric-type data element
DT	Date-type data element
ID	Identifier-type data element
M	Mandatory
N	Numeric-type data element
O	Optional
R	Decimal-type data element
TM	Time-type data element
X	Conditional data element
Seg. ID	Segment ID is the specific name of each segment, as defined in the X12 Standards Segment Directory
Req. Des.	Requirement Designator is used to specify whether a segment is mandatory or optional.
Max. use	Maximum use allowable
Ref. Des.	Reference Designator is used to specify the position name, within the segment, of each data element
N/N	Minimum/Maximum field length

#### DEFINITION OF TERMS AND ACRONYMS

Within this Tutorial the following definitions apply:

- Earnings Withholding Order - Also referred to as EWO or Wage Garnishment is an order issued by an agency to attach or garnish a debtor's wages.
- Order to Withhold - Also referred to as OTW or Bank Levy is an order issued by an agency which may attach to an asset held by a financial institution (i.e., savings or checking account, safety deposit box contents, vacation fund, etc.)
- CAFTB - California Franchise Tax Board was instrumental in the development of this document and the associated X12 transaction set. As such most of the examples used within are from the standpoint of the CA FTB.

#### CONCEPTS

#### METHODOLOGY

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		Table 1		Req. Des.	Max Use	Loop Repeat
Note	Pos. #	Seg. ID	Name			
N	010	ST	Transaction Set Header	M	1	
	020	BGN	Beginning Segment	M	1	
	030	BPR	Beginning Segment for Payment Order/Remittance Advice	O	1	
	040	NTE	Note/Special Instruction	O	>1	
	050	TRN	Trace	O	1	
	060	CUR	Currency	O	1	
	070	REF	Reference Identification	O	>1	
	080	DTM	Date/Time Reference	O	>1	
	085	AD1	Adjustment Amount	O	>1	
		Loop ID - N1				>1
N	090	N1	Name	O	1	
	100	N2	Additional Name Information	O	2	
	110	N3	Address Information	O	2	
	120	N4	Geographic Information	O	1	
	130	REF	Reference Identification	O	>1	
	140	PER	Administrative Communications Contact	O	>1	

		Table 2		Req. Des.	Max Use	Loop Repeat
Note	Pos. #	Seg. ID	Name			
N	010	NM1	Individual or Organization Name	M	1	
	020	N2	Additional Name Information	O	2	
	030	IN2	Individual Name Structure Components	O	>1	
	040	N3	Address Information	O	2	
	050	N4	Geographic Information	O	1	
	060	REF	Reference Identification	O	>1	
	070	DTM	Date/Time Reference	O	>1	
	080	AD1	Adjustment Amount	O	>1	
	090	MSG	Message Text	O	>1	
		Loop ID - NM1				>1
	100	PAM	Period Amount	O	1	
	110	REF	Reference Identification	O	>1	
	120	DTM	Date/Time Reference	O	>1	
		Loop ID - PAM				>1
	130	CDS	Case Description	O	1	
	140	REF	Reference Identification	O	>1	
	150	PAM	Period Amount	O	>1	
	160	DTM	Date/Time Reference	O	>1	
		Loop ID - CDS				>1

		LOOP ID - N1			
N	170	N1	Name	O	1
	180	N2	Additional Name Information	O	2
	190	IN2	Individual Name Structure Components	O	>1
	200	N3	Address Information	O	2
	210	N4	Geographic Information	O	1
	220	REF	Reference Identification	O	>1
	230	PER	Administrative Communications Contact	O	>1

Table 3

Note	Pos. #	Seg. ID	Name	Req. Des.	Max Use	Loop Repeat
N	010	AMT	Monetary Amount	O	1	
	020	SE	Transaction Set Trailer	M	1	

NOTES

- 1/030 This BPR segment can be used by the respondent to initiate a single electronic funds transfer payment for the entire transaction set.
- 1/090 This N1 loop may refer to the issuing agency, the payer or asset holder, or the entity to which remittance should be sent.
- 2/010 This NM1 loop refers to the debtor.
- 2/170 The N1 loop refers to the payees, such as children, custodial parent, or trustee.
- 3/010 This AMT segment is used to carry the total monetary value of the transaction set

Segment: ST Transaction Set Header  
Level: Table 1  
Loop: ---  
Usage: Mandatory  
Max Use: 1  
Purpose: To indicate the start of a transaction set and to assign a control number  
Semantic:  
Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
ST01	143	Transaction Set Identifier Code A code uniquely identifying a transaction set. This is a management data element - Not intended to convey data to an application.	M	ID	3/3
ST02	329	Transaction Set Control Number An identifying control number that must be unique within the transaction set functional group assigned by the originator of the transaction set. This is a management data element - Not intended to convey data to an application.	M	AN	4/9

Segment: BGN Beginning Segment  
Level: Table 1  
Loop: ---  
Usage: Mandatory  
Max Use: 1  
Purpose: To indicate the beginning of a transaction set  
Semantic: 1. Identifies the transaction set purpose  
2. Identifies a transaction set's reference number  
Notes: BGN07 contains a code indicating the type of document conveyed by the transaction set. This code applies to the entire transaction set. This means that for each different type of document (i.e., levy, OTW, release of levy, response to levy, etc.) the sender must send a separate transaction set.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
BGN01	353	Transaction Set Purpose Code Code identifying the purpose of the transaction set. 00 = Original transaction 11 = Response to transaction	M	ID	2/2
BGN02	127	Reference Number Reference information as defined for a transaction set or as specified by the Reference Identification Qualifier.	M	AN	1/30

The difference between this data element and the Transaction Set control number in ST02 is that this data element is defined by the trading partners as the identifier of the system into which the transaction set will be processed. For example, CA FIB uses this data element to distinguish between its tax and non-tax programs (i.e., PITOTW is used for a Personal Income Tax Orders to Withhold; CSCOTW is used for a Child Support).

Not Recom. Not Recom.	Collection Orders to Withhold					
	BGN03	373	Date YYMMDD	O	DT	6/6
	Transaction Date					
	BGN04	337	Time	O	TM	4/8
	BGN05	623	Time Code	O	ID	2/2
	BGN06	127	Reference Identification	O	ID	2/2
Not Recom. Not Recom.	NOTE: In a response transaction, this should carry the Transaction Set ID # of the original transaction - the TS to which this TS is a response.					
	BGN07	640	Transaction Type Code	O	ID	2/2
	Recommended codes include, but are not limited to: GR - Garnishment, LV - Levy, R3 - Response to garnishment, R4 - Release of Garnishment, R5 - Response to Levy, R6 - Release of Levy, R7 - Response to Order to Withhold, R8 - Release of Order to Withhold, WH - Order to Withhold					
	BGN08	306	Action Code	O	ID	1/2
	BGN09	786	Security Level Code	O	ID	2/2
	BGN10	624	Century The first two characters in the designation of year (CCYY)	O	N0	2/2

Segment: BPR Beginning Segment for Payment Order/Remittance Advice

Level: Table 1

Loop: —

Usage: Optional

Max Use: 1

Purpose: To indicate the beginning of a payment order/remittance advice transaction set and total payment amount, or to enable related transfer of funds and/or information from payer to payee to occur.

Semantic:

Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
BPR01	305	Transaction Handling Code Code designating the action to be taken by all parties This segment used in response transactions where the responding third party has funds to remit for the levy.  Recommended Codes include but are not limited to: E - Debit/Credit advice with Remittance Detail I - Remittance Detail Only, Q - Credit due, print being issued, S - Single Debit Auth.	M	ID	1/2
BPR02	782	Monetary Amount	M	R	1/15
BPR03	478	Credit/Debit Flag Code Code indicating whether the amount is a debit or credit.	M	ID	1/1
BPR04	591	Payment method Code Code identifying the method for the movement of payment instructions.	M	ID	3/3
BPR05	812	Payment Format Code Code identifying the payment format to be used.	O	ID	1/10
BPR06	506	(DFI) ID Number qualifier Code identifying the type of identification number of Depository Financial Institution (DFI).	X	ID	2/2

		01 - ABA Transf Routing Number including check digit BPR06 through 09 relate to the originating depository institution.				
Not Recom.	BPR07	507	(DFI) Identification Number Depository institution's identification number	X	AN	3/12
	BPR08	569	Account Number Qualifier Code indicating the type of account from which the funds will be transferred.	O	ID	1/3
	BPR09	508	Account Number Bank account number assigned by financial institution	X	AN	1/35
			Bank account number of the company originating the payment. This account may be credited or debited, based on the type of payment order.			
	BPR10	509	Originating Company Identifier A unique identifier designating the company initiating the funds transfer. The first digit is a one-digit ANSI identification code designation (ICD) followed by a nine-digit identification number which may be an IRS employer identification number (EIN), data universal numbering system number (DUNS) or a user assigned number, the ICD for an EIN is 1; DUNS is 3, user assigned is 9.	O	AN	10/10
Not Recom.	BPR11	510	Originating Company Supplemental Code A code defined between the originating company and the ODFI that uniquely identifies the company initiating the transfer.	O	AN	9/9
	BPR12	506	(DFI) ID Number Qualifier Code identifying the type of identification number of depository institution (DFI)	X	ID	2/2
			01 - ABA Transf Routing Number including check digit BPR12 through 15 refer to the receiving depository financial institution.			
Not Recom.	BPR13	507	(DFI) Identification Number Depository institution's identification number	X	AN	3/12
	BPR14	569	Account Number Qualifier Code indicating the type of account at the receiving depository financial institution.	O	ID	1/3
	BPR15	508	Account Number Account number assigned by financial institution	X	AN	1/35
Not Recom.			Bank account number of receiving agency/company This account may be credited or debited, based on the type of payment order.			
	BPR16	373	Date YYMMDD	O	DT	6/6
			This date equals the Payment Effective Date.			
Not Recom.	BPR17	1048	Business Function Code Code identifying the business reason for the payment.	O	ID	1/3
	BPR18	506	(DFI) ID Number Qualifier Code identifying the type of identification number of depository institution (DFI)	X	ID	2/2
Not Recom.	BPR19	507	(DFI) Identification Number Depository institution's identification number	X	AN	3/12
Not Recom.	BPR20	569	Account Number Qualifier Code indicating the type of account at the receiving depository financial institution	O	ID	1/3
Not Recom.	BPR21	508	Account Number Account number assigned by financial institution	X	AN	1/35

Not Recom.

Segment: NTE Note/Special Instructions  
Level: Table 1  
Loop: ----  
Usage: Optional  
Max Use: >1  
Purpose: To transmit information in a free-form format, if necessary, for comment or special instruction.  
Semantic: The NTE segment permits free-form information/data which, under ANSI X12 standard implementations, is not machine processable. The use of the NTE segment should be avoided, if at all possible in an automated environment.  
Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
NTE01	363	Note reference code A code identifying the functional area or purpose for which the note applies.	O	ID	3/3
NTE02	352	Description A free form description to clarify the related data elements and their content.	M	AN	1/80

Segment: TRN Trace  
Level: Table 1  
Loop: ----  
Usage: Optional  
Max Use: 1  
Purpose: To uniquely identify a transaction to an application.  
Semantic:  
Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
TRN01	481	Trace Type Code Code identifying which transaction is being referenced	M	ID	1/2
TRN02	127	Reference Identification Reference information as defined for a particular transaction set.	M	AN	1/30
Not Recom.	TRN03	509	O	AN	10/10
		Originating Company Identifier A unique identifier designating the company initiating the funds transfer. The first character is a one-digit ANSI ID code designation (ICD) followed by the nine-digit id number which may be an IRS employer identification number (EIN), data universal numbering system (DUNS) number or a user assigned number. The ICD for EIN is 1, DUNS is 3, User assigned is 9			
Not Recom.	TRN04	127	O	AN	1/30
		Reference Identification Reference information as defined for a particular transaction set.			



Segment: CUR Currency  
Level: Table 1  
Loop: ---  
Usage: Optional  
Max Use: 1  
Purpose: To specify the currency (dollars, pounds, francs, etc.) used in the transaction.

Semantic:

Notes: CUR segments 03 through 21 are Not Recommended in the implementation of this transaction set and thus are not detailed below.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
CUR01	98	Entity Identifier Code Code identifying an organizational entity, physical location, property or individual.	M	ID	2/3
		Used to identify the entity initiating the payment. Recommended codes include but are not limited to: 04 = Asset Account holder, 7B = Third party administrator, 06 = Employer, AG = Agent/Agency, 1S = Employer Name, PB = Paying Bank, SJ = Service Provider, SQ = Service Bureau, YE = Third Party			
CUR02	100	Currency Code Standard ISO code for the country in whose currency the charges are specified.	M	ID	3/3

Segment: REF Reference Identification  
Level: Table 1  
Loop: ---  
Usage: Optional  
Max Use: >1  
Purpose: To specify identifying information  
Semantic:  
Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification	M	ID	2/3
REF02	127	Reference Number Reference information as defined for a particular transaction set or as specified by the Reference Identification Qualifier.	X	AN	1/30
Not Recom.	REF03	352 Description Free-form description to clarify the related data elements and their content.	X	AN	1/80
Not Recom.	REF04	C040 Reference Identifier Used to identify one or more reference numbers or identification numbers as specified by the Reference Qualifier.	O		

Segment: DTM Date/Time Reference  
Level: Table 1

Loop: -----  
Usage: Optional  
Max Use: >1  
Purpose: To specify pertinent dates and times.  
Semantic:  
Notes: This occurrence of the DTM should be used to specify the effective date of the payment being initiated. Only needed in response or release transactions.

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes	ID	
DTM01	374	Date/Time Qualifier Code specifying the type of date or time or both	M	ID	3/3
Recommended codes include but are not limited to: 007 = Effective Date, 044 = Settlement Date (as specified by originator)					
DTM02	373	Date YYMMDD	X	DT	6/6
DTM03	337	Time Time expressed in 24-hour clock as HHMMSSDD	X	TM	4/8
Not Recom.	DTM04	623 Time Code Code identifying the time. In accordance with ISO standard 8601	O	ID	2/2
DTM05	624	Century The first two characters in the designation of the year (CC)	O	NO	2/2
Not Recom.	DTM06	1250 Date Time Period Format Qualifier Code identifying the date format, time format or both	X	ID	2/3
Not Recom.	DTM07	1251 Date Time Period Expression of a date, a time or a range of dates, times or both	X	AN	1/35

Segment: AD1 Adjustment Amount  
Level: Table 1  
Loop: NM1  
Usage: Optional  
Max Use: >1  
Purpose: To specify the characteristics of an adjustment.  
Semantic:  
Notes: This segment may be used to specify reason(s) for adjustments of the remittance of the entire transaction set.

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes	ID	
AD101	426	Adjustment Reason Code Code indicating reason for debit or credit memo or adjustment to invoice, debit or credit memo or payment	M	ID	2/2
AD102	782	Monetary Amount To specify the monetary amount of the adjustment	O	R	1/15
Not Recom.	AD103	1129 Adjustment Reason Code Characteristic Specifies an additional characteristic of the adjustment reason	O	ID	1/2
AD104	594	Frequency Code Code indicating frequency or type of payment	O	ID	1/1
AD105	9	Late Reason Code Identifies the reason for a payment being late	O	ID	2/2

Segment: N1      Name  
Level: Table 1  
Loop: N1  
Usage: Optional  
Max Use: 1  
Purpose: To identify a party by type of organization, name and code  
Semantic:  
Notes: This N1 loop may refer to the issuing agency, the payer or asset holder, or the entity to which remittance should be sent.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
N101	98	Entity Identifier Code Code identifying an organizational entity, physical location or an individual.	M	ID	2/3
		Recommended codes include but are not limited to: AG - Agent/Agency, CH - Municipality, C7 - County, AJ - Court, RI - Remit To			
N102	93	Name Free-Form name	X	AN	1/60
N103	66	Identification Code Qualifier Code designating the system/method of code structure used for the Identification Code (DE67)	X	ID	1/2
N104	67	Identification Code Code identifying an entity.	X	AN	2/20
N105	706	Entity Relationship Code Code describing entity relationship	O	ID	2/2
N106	98	Entity Identifier Code Code identifying an organizational entity, physical location or an individual.	O	ID	2/3

Segment: N2      Additional Name data  
Level: Table 1  
Loop: N1  
Usage: Optional  
Max Use: 2  
Purpose: To specify name information longer than 35 characters  
Semantic:  
Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
N201	93	Name Free-Form name	M	AN	1/60
N201	93	Name Free-Form name	O	AN	1/60

Segment: N3      Address Information  
Level: Table 1  
Loop: N1  
Usage: Optional  
Max Use: 2  
Purpose: To specify the location of the named entity.

Semantic:  
Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
N301	166	Address Information	M	AN	1/55
N301	166	Address Information	M	AN	1/55

Segment: N4 Geographic Location  
Level: Table 1  
Loop: N1  
Usage: Optional  
Max Use: 1  
Purpose: To specify the geographic location of the named entity.  
Semantic:  
Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
N401	19	City Name Free-Form text for city name	O	AN	2/30
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency. Code Source 22	O	ID	2/2
N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States). Code source 51	O	ID	3/15
N404	26	Country Code Code identifying the country. Code source 5	O	ID	2/3
Not Recom.	N405	309 Location Qualifier Code identifying the type of location	X	ID	1/2
Not Recom.	N406	310 Location Identifier Code identifying a specific location	O	AN	1/30

Segment: REF Reference Identification  
Level: Table 1  
Loop: N1  
Usage: Optional  
Max Use: >1  
Purpose: To specify identifying information  
Semantic:  
Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification	M	ID	2/3
REF02	127	Reference Number Reference information as defined for a particular transaction set or as specified by the Reference Identification Qualifier.	X	AN	1/30
Not Recom.	REF03	352 Description Free-form description to clarify the related data elements and their content.	X	AN	1/80
Not Recom.	REF04	C040 Reference Identifier Used to identify one or more reference numbers or identification numbers as specified by the Reference Qualifier.	O		

Segment: PER Administrative Communications Contact  
Level: Table 1  
Loop: N1  
Usage: Optional  
Max Use: >1

Purpose: To identify a person or office to whom administrative communications should be directed.

Semantic: Repeat PER03 and 04 to specify more than one contact.

Notes: This should be used to identify the program's contact person within the issuing agency.

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
PER01	366	Contact Function Code Code identifying the major duty or responsibility of the person or group named.	M	ID	2/2
		Recommended codes include but are not limited to: AA = Authorized Representative, CN = General Contact, SL = Collector.			
PER02	93	Name Free-form Name	O	AN	1/60
PER03	365	Communication Number Qualifier Code identifying the type of communication number	X	ID	2/2
		Recommended codes include but are not limited to: TE = Telephone number, FX = Facsimile number, EM = Electronic mail, VM = Voicemail.			
PER04	364	Communication Number Complete communications number including country or area code when applicable.	X	AN	1/80

Segment: NM1 Individual or Organization name  
Level: Table 2  
Loop: NM1  
Usage: Mandatory  
Max Use: >1

Purpose: To supply the full name of an individual or organizational entity

Semantic:

Notes: This segment should be used to identify the debtor - for whom a levy is issued or a payment is made.

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
NM101	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual	M	ID	2/2
		Recommended codes include but are not limited to: TS = Participant, SA = Debtor Individual, D4 = Debtor, EY = Employee Name, GN = Garnisher, TP = Primary Taxpayer.			
NM102	1065	Entity Type Qualifier Code qualifying the type of entity	M	ID	1/1

NM103	1035	Last or Organization Name Individual's last name or organizational name	O	AN	1/35
NM104	1036	First Name Individual's first name	O	AN	1/25
NM105	1037	Middle Name Individual's middle name	O	AN	1/25
NM106	1038	Name Prefix Prefix to an individual's name	O	AN	1/10
NM107	1039	Name Suffix Suffix to an individual's name	O	AN	1/10
NM108	66	Identification Code Qualifier Code designating the system/method of code structure for the Identification Code (DE67)	X	ID	1/2
<p>Recommended Codes include but are not limited to: 1 - DUNS Number, 24 - Employer's ID Number (EIN), 73 - State or Province Assigned Number, 11 - Employee's ID Number, 34 - Social Security Number, 43 - Alternate SSN, 49 - State ID #</p>					
NM109	67	Identification Code Code identifying an entity	X	AN	2/20
NM110	706	Entity Relationship Code Code describing entity relationship	X	ID	2/2
<p>DM submitted to add codes "OP" - Obligated Parent and "CP" - Custodial Parent</p>					
NM111	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual	O	ID	2/3
<p>Note: If this DE is present with code "ZG" the address following in N3 and N4 is assumed to be a changed address. This address may be used to update the entity's address of record.</p>					

Segment: N2 Additional name Information  
Level: Table 2  
Loop: NM1  
Usage: Optional  
Max Use: 2  
Purpose: To specify additional names or those longer than 35 characters  
Semantic:  
Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
N201	93	Name Free-Form Name	M	AN	1/60
N202	93	Name Free-Form Name	O	AN	1/60

Segment: IN2 Individual Name Structure Components  
Level: Table 2  
Loop: NM1  
Usage: Optional  
Max Use: >1  
Purpose: To sequence individual name components for maximum specificity  
Semantic:  
Notes:

Data Element Summary					
Ref. Des.	Data Element	Name	Attributes		
IN201	1104	Name Component Qualifier	M	ID	2/2
IN202	93	Name Free-Form Name	O	AN	1/60

Segment: N3      Address Information  
Level: Table 2  
Loop: NM1  
Usage: Optional  
Max Use: 2  
Purpose: To specify the location of the named entity  
Semantic:  
Notes:

Data Element Summary					
Ref. Des.	Data Element	Name	Attributes		
N301	166	Address Information	M	AN	1/55
N302	166	Address Information	O	AN	1/55

Segment: N4      Geographic Location  
Level: Table 2  
Loop: NM1  
Usage: Optional  
Max Use: 1  
Purpose: To specify the geographic location of the named entity.  
Semantic:  
Notes: Using N401 through N404 -OR- N405 and N406 may be enough to adequately describe the location.

Data Element Summary					
Ref. Des.	Data Element	Name	Attributes		
N401	19	City Name	O	AN	2/30
N402	156	Free-Form text for city name State or Province Code	O	ID	2/2
N403	116	Code (Standard State/Province) as defined by appropriate government agency. Code Source 22 Postal Code	O	ID	3/15
N404	26	Code defining international postal zone code excluding punctuation and blanks (zip code for United States). Code source 51 Country Code	O	ID	2/3
N405	309	Code identifying the country. Code source 5 Location Qualifier	X	ID	1/2
N406	310	Code identifying the type of location Location Identifier	O	AN	1/30
		Code identifying a specific location			



Segment: REF Reference Identification  
Level: Table 2  
Loop: NM1  
Usage: Optional  
Max Use: >1  
Purpose: To specify identifying information  
Semantic:  
Notes:

This segment may be used to indicate case identifying numbers as designated by an individual agency.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification	M	ID	2/3
		Recommended codes include but are not limited to: 11 - Account #, 12 - Billing #, 23 - Client #, 21 - Tracking #, 31 - Case #, 8F - School Loan #, 13 - Local Jurisdiction, 1V - License Plate #, 5Y - Social Security #			
REF02	127	Reference Identification Reference information as defined for a particular transaction set or as specified by the Reference Identification Qualifier	X	AN	1/30
REF03	352	Description Free-form description to clarify the related data elements and their content	X	1/80	3/15
REF04	C040	Reference Identifier To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O		

Not Recom.

Segment: DTM Date/Time Reference  
Level: Table 2  
Loop: NM1  
Usage: Optional  
Max Use: >1  
Purpose: To specify pertinent dates and times.  
Semantic:  
Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
DTM01	374	Date/Time Qualifier Code specifying type of date or time or both.	M	ID	3/3
DTM02	373	Date YYMMDD	X	DT	6/6
DTM03	337	Time Time expressed in 24-hour clock as HHMMSSDD	X	TM	4/8
DTM04	623	Time Code Code identifying the time. In accordance with ISO standard 8601	O	ID	2/2
DTM05	624	Century The first two characters in the designation of the year (CCYY)	O	N0	2/2
DTM06	1250	Date Time Period Format Qualifier Code identifying the date format, time format or both	X	ID	2/3

Not Recom.

Not Recom.	DTM07	1251	Date Time Period Expression of a date, a time or a range of dates, times or both	X	AN	1/35
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Segment: AD1 Adjustment Amount  
Level: Table 2  
Loop: NM1  
Usage: Optional  
Max Use: >1  
Purpose: To specify the characteristics of an adjustment.  
Semantic:

Notes: This segment may be used in response transactions to indicate the reason for the remittance amount being zero or less than what was originally requested.

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
AD101	426	Adjustment Reason Code Code indicating reason for debit or credit memo or adjustment to invoice, debit or credit memo or payment.  Recommended codes include but are not limited to: Wage Garnishments - AX = Person no longer employed, AY = Employee on Leave, AZ = Employee on strike, M1 = Maximum allowable levy exceeded (this code can be used to indicate another, higher priority levy is in effect), WH = Payment Partial Bank Levies - AT = Account Closed, R6 = Partial Payment remitted, H7 = Payment forthcoming, IF = Insufficient funds.	M	ID	2/2
AD102	782	Monetary Amount To specify the monetary amount of the adjustment	O	R	1/15
AD103	1129	Adjustment Reason Code Characteristic Specifies an additional characteristic of the adjustment reason	O	ID	1/2
AD104	594	Frequency Code Code indicating frequency or type of payment	O	ID	1/1
AD105	9	Late Reason Code Identifies the reason for a payment being late	O	ID	2/2

Segment: MSG Message Text  
Level: Table 2  
Loop: NM1  
Usage: Optional  
Max Use: >1  
Purpose: To provide a free-form format that allows transmission of text information  
Semantic:  
Notes:

Data Element Summary					
Ref. Des.	Data Element	Name	Attributes		
MSG01	933	Free-Form message text	M	AN	1/264
MSG02	934	Printer Carriage Control code A field to be used for the control of the line feed of the receiving printer	O	ID	2/2

Segment: PAM Period Amount

Level: Table 2

Loop: PAM

Usage: Optional

Max Use: 1

Purpose: To indicate a quantity, and/or amount for an identified period.

Semantic:

- Notes:
- In outbound transactions (from the collection agency to the asset holder): The first occurrence of the PAM loop should be used to specify the total amount due on the levy. Subsequent occurrences of the PAM loop should be used to specify details of the withholding period and amount in wage garnishment transactions. For example, in a current wage assignment the agency may be required to instruct the employer how much and how often to withhold from the employee's wages.
  - In inbound or response transactions (from the asset holder to the issuing agency or recipient of a payment): This segment should be used to specify the availability and timing of future scheduled payments if different than what the issuing agency specified. For example, in the original transaction, the agency may specify to withhold \$100 bi-weekly. The employer may respond that \$100 is available on a monthly basis instead of bi-weekly.

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
Not Recom.	PAM01	673 Quantity Qualifier A code specifying the type of quantity	X	ID	2/2
Not Recom.	PAM02	380 Quantity Numeric value of quantity	X	R	1/15
Not Recom.	PAM03	C001 Composite Unit of Measure A code to identify a composite unit of measure	X		
	PAM04	522 Amount Qualifier Code A code to qualify the amount	X	ID	1/2
	PAM05	782 Monetary Amount  Recommended codes include but are not limited to: E6 - Eligible wage amt., H6 - Earnings, HU - Regular Pay, MN - Monthly limit, S1 - Salary amt., UQ - Monthly income, XV - Withholding, XC - Earned Wages, VH - Levy Amount  Outbound transaction - the first occurrence should carry the total amount due shown on the levy. Response transaction or subsequent occurrences in the outbound transaction - should carry withholding	X	R	1/15

	PAM06	344	amounts for future payments Unit of Time Period or Interval A code indicating the time period or interval	X	ID	2/2
	PAM07	374	Not used in the first occurrence of the PAM segment. In subsequent occurrences should be used to specify frequency of future payments (as in wage garnishments). Recommended codes include but are not limited to: BM = Bi-monthly, BW = Bi-weekly, SM = Semi-monthly, WW = Work Week DM submitted to add code: WY? = Weekly Date/Time Qualifier A code specifying the type of date, time, or both	X	ID	3/3
	PAM08	373	Not necessary in the first occurrence of the PAM segment. In subsequent occurrences should be used to specify frequency of future payments. Recommended codes include but are not limited to: 193 = Period Start, 196 = Start, 362 = Offset Begin, 373 = Order start, 390 = Payroll period begin, 391 = Payroll period end DM submitted to add code: AWD? = Actual Withhold Date Date (YYMMDD)	X	DT	6/6
Not Recom.	PAM09	337	Time Expressed in 24-Hour clock time, such as: HHMM, HHMMSS, etc.	X	TM	4/8
Not Recom.	PAM10	374	Date/Time Qualifier A code specifying the type of date, time, or both	X	ID	3/3
Not Recom.	PAM11	373	Date (YYMMDD)	X	DT	6/6
Not Recom.	PAM12	337	Time Expressed in 24-Hour clock time, such as: HHMM, HHMMSS, etc.	X	TM	4/8
Not Recom.	PAM13	1004	Percent Qualifier A code to qualify the percent	X	ID	1/2
Not Recom.	PAM14	954	Percent	X	R	1/10
Not Recom.	PAM15	1073	Yes/No Condition or Response Code A code indicating a Yes or No condition or response	O	ID	1/1

Segment: REF Reference Identification  
Level: Table 2  
Loop: PAM  
Usage: Optional  
Max Use: >1  
Purpose: To specify identifying information  
Semantic:  
Notes:

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
REF01	128	Reference Identification Qualifier A code qualifying the Reference Identifier	M	ID	2/3
REF02	127	Reference Identification Reference information as defined for a particular transaction set or as specified by the Reference Identification Qualifier	X	AN	1/30
REF03	352	Description A free-form description to clarify the related data elements and their content	X	AN	1/80
REF04	C040	Reference Identifier To identify one or more reference numbers or	O		

identification numbers as specified by the Reference  
Qualifier

Segment: DTM Date/Time Reference  
Level: Table 2  
Loop: PAM  
Usage: Optional  
Max Use: >1  
Purpose: To specify pertinent dates and times  
Semantic:  
Notes:

This segment may be used in wage garnishment response transactions to indicate when an employee will return to work, or to report last day worked, etc.

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
DTM01	374	Date/Time Qualifier A code specifying the type of date, time, or both	M	ID	3/3
		Recommended codes include but are not limited to: 131 - Stop work, 283 - Employment or Hire, 296 - Return to work, 297 - Date last worked			
DTM02	373	Date (YYMMDD)	X	DT	6/6
DTM03	337	Time Expressed in 24-hour clock such as: HHMM, HHMMSS, etc.	X	TM	4/8
DTM04	623	Time Code	O	ID	2/2
DTM05	624	Century The first two characters in the designation of the year (CCYY)	O	NO	2/2
DTM06	1250	Date Time Period Format qualifier A code indicating the date format, time format or format of both	X	ID	2/3
DTM07	1251	Date Time Period Expression of a date, a time, or range of dates, times or both	X	AN	1/35

Segment: CDS Case Description  
Level: Table 2  
Loop: CDS  
Usage: Optional  
Max Use: 1  
Purpose: To identify and describe a specific court case  
Semantic:  
Notes:

This segment is intended to be used to define individual court-ordered debts. A TS521 may contain amounts for more than one debt and would therefore have CDS segments repeated for each debt.

Data Element Summary					
Ref. Des.	Data Element	Name	Attributes		
CDS01	1008	Case Type Code A code identifying the type of court case	M	ID	1/2
Recommended codes include but are not limited to: CV = Civil; DO = Domestic; MS = Misc.; NT = Non-Traffic; TR = Traffic; OT = Other Unlisted Case Type					
CDS02	1009	Court Type Code A code identifying the type of court	M	ID	1/2
Recommended codes include but are not limited to: CT = County; CV = Civil; DO = Domestic; FC = Family; OT = Other Unlisted Court Type; SS = State Supreme; ST = State; TA = Tax					
CDS03	128	Reference Identification Qualifier A code qualifying the Reference Identification	O	ID	2/3
Recommended codes include but are not limited to: ZC = County Code; 61 = Taxing Authority ID Number; GK = Third Party Reference Number; T1 = Tax Exchange Code; XY = Other Unlisted Type of Ref. Number; M1 = Payer Identification					
CDS04	127	Reference Identification Reference information as defined for a particular transaction set or as specified by the Reference Identification Qualifier	X	AN	1/30
Should be used to carry the ID of individual country/entity that owns the data. For example, the code of the country that referred a child support case to the collection entity.					
Not Recom.	CDS05	352 Description Free-form description to clarify the related data elements and their contents.	O	AN	1/80
	CDS06	66 Identification Code Qualifier A code designating the system/method of code structure used for the Identification Code (DE67)	X	ID	1/2
Recommended codes include but are not limited to: C1 = Court Identification Code DM submitted to add code for 'County assigned ID'					
	CDS07	67 Identification Code A code identifying a party or other code	X	AN	1/20
	CDS08	66 Identification Code Qualifier A code designating the system/method of code structure used for the Identification Code (DE67)	X	ID	1/2
	CDS09	67 Identification Code A code identifying a party or other code	X	AN	1/20
	CDS10	66 Identification Code Qualifier A code designating the system/method of code structure used for the Identification Code (DE67)	X	ID	1/2
	CDS11	67 Identification Code A code identifying a party or other code	X	AN	1/20

Segment: REF      Reference Identification  
Level: Table 2  
Loop: CDS  
Usage: Optional  
Max Use: >1  
Purpose: To specify identifying information

Semantic:  
Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
REF01	128	Reference Identification Qualifier A code qualifying the Reference Identifier	M	ID	2/3
REF02	127	Reference Identification Reference information as defined for a particular transaction set or as specified by the Reference Identification Qualifier	X	AN	1/30
REF03	352	Description A free-form description to clarify the related data elements and their content	X	AN	1/80
REF04	C040	Reference Identifier To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O/Z		

Segment: PAM      Period Amount  
Level: Table 2  
Loop: CDS  
Usage: Optional  
Max Use: >1  
Purpose: To indicate a quantity, and/or amount for an identified period.  
Semantic:  
Notes: Occurrences of the PAM segment within the CDS loop should be used to carry information specific to the individual debts comprising the levy (as specified in the CDS segment). May not be necessary in response transactions.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
Not Recom.	PAM01	Quantity Qualifier A code specifying the type of quantity	X	ID	2/2
Not Recom.	PAM02	Quantity Numeric value of quantity	X	R	1/15
Not Recom.	PAM03	Composite Unit of Measure A code to identify a composite unit of measure	X		
	PAM04	Amount Qualifier Code A code to qualify the amount	X	ID	1/2
		Recommended Codes include but are not limited to: VJ = Past Due Support; 4X = Current Liabilities; PB = Filled Amount; JD = Owing; PJ = Paid Due; 9N = Tax Balance; RW = Total Delinquency; BD = Balance Due; VJH = Levy Amount; DN = Liability; VM = Withhold from Wage; FN = Fine; FE = Fee			
	PAM05	Monetary Amount	X	R	1/15
		Should carry the amount due to an individual entity			
	PAM06	Unit of Time Period or Interval A code indicating the time period or interval	X	ID	2/2
	PAM07	Date/Time Qualifier A code specifying the type of date, time, or both	X	ID	3/3
	PAM08	Date (YYMMDD)	X	DT	6/6
Not Recom.	PAM09	Time Expressed in 24-Hour clock time, such as: HHMM,	X	TM	4/8

Not Recom.	PAM10	374	HHMMSS, etc. Date/Time Qualifier A code specifying the type of date, time, or both	X	ID	3/3
Not Recom.	PAM11	373	Date (YYMMDD)	X	DT	6/6
Not Recom.	PAM12	337	Time Expressed in 24-Hour clock time, such as: HHMM, HHMMSS, etc.	X	TM	4/8
Not Recom.	PAM13	1004	Percent Qualifier A code to qualify the percent	X	ID	1/2
Not Recom.	PAM14	954	Percent	X	R	1/10
Not Recom.	PAM15	1073	Yes/No Condition or Response Code A code indicating a Yes or No condition or response	O/Z	ID	1/1

Segment: DTM Date/Time Reference  
Level: Table 2  
Loop: CDS  
Usage: Optional  
Max Use: >1  
Purpose: To specify pertinent dates and times  
Semantic:

Notes: This segment may be used to specify the "withhold date". This is critical for child support collections. It specifies the date the funds are actually deducted from an employees paycheck -OR- to specify when employment status changed, in the case of a wage garnishment. This date may or may not be the same as the remittance date, transaction date or effective date.

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
DTM01	374	Date/Time Qualifier A code specifying the type of date, time, or both  Recommended codes include but are not limited to: 336 = employment began; 337 = employment ended; 462 = Offset begin; 662 = Wages Start; 663 = Wages End; 712 = Return to Work	M	ID	3/3
DTM02	373	Date (YYMMDD)	X	DT	6/6
DTM03	337	Time Expressed in 24-hour clock such as: HHMM, HHMMSS, etc.	X	TM	4/8
DTM04	623	Time Code	O	ID	2/2
DTM05	624	Century The first two characters in the designation of the year (CCYY)	O	NO	2/2
DTM06	1250	Date Time Period Format qualifier A code indicating the date format, time format or format of both	X	ID	2/3
DTM07	1251	Date Time Period Expression of a date, a time, or range of dates, times or both	X	AN	1/35

Segment: N1 Name  
Level: Table 2  
Loop: N1  
Usage: Optional  
Max Use: 1



Purpose: To identify a party by type of organization, name and code  
Semantic:  
Notes: This N1 loop refers to the payees, such as children, custodial parent, trustee, or friend of the court.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
N101	98	Entity Identifier Code Code identifying an organizational entity, physical location or an individual.	M	ID	2/3
N102	93	Name Free-Form name	X	AN	1/60
N103	66	Identification Code Qualifier Code designating the system/method of code structure used for the Identification Code (DE67)	X	ID	1/2
N104	67	Identification Code Code identifying an entity.	X	AN	2/20
N105	706	Entity Relationship Code Code describing entity relationship	O	ID	2/2
N106	98	Entity Identifier Code Code identifying an organizational entity, physical location or an individual.	O	IS	2/3

Segment: N2 Additional Name data  
Level: Table 2  
Loop: N1  
Usage: Optional  
Max Use: 2  
Purpose: To specify name information longer than 35 characters  
Semantic:  
Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
N201	93	Name Free-Form name	M	AN	1/60
N201	93	Name Free-Form name	O	AN	1/60

Segment: IN2 Individual Name Structure Components  
Level: Table 2  
Loop: N1  
Usage: Optional  
Max Use: >1  
Purpose: To sequence individual name components for maximum specificity  
Semantic:  
Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
IN201	1104	Name Component Qualifier	M	ID	2/2
IN202	93	Name Free-Form Name	O	AN	1/60

Segment: N3 Address Information  
Level: Table 2  
Loop: N1  
Usage: Optional  
Max Use: 2  
Purpose: To specify the location of the named entity.  
Semantic:  
Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
N301	166	Address Information	M	AN	1/55
N301	166	Address Information	O	AN	1/55

Segment: N4 Geographic Location  
Level: Table 2  
Loop: N1  
Usage: Optional  
Max Use: 1  
Purpose: To specify the geographic location of the named entity.  
Semantic:  
Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
N401	19	City Name Free-Form text for city name	O	AN	2/30
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency. Code Source 22	O	ID	2/2
N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States). Code source 51	O	ID	3/15
N404	26	Country Code Code identifying the country. Code source 5	O	ID	2/3
N405	309	Location Qualifier Code identifying the type of location	X	ID	1/2
N406	310	Location Identifier Code identifying a specific location	O	AN	1/30

Not Recom.

Not Recom.

Segment: REF Reference Identification  
Level: Table 2  
Loop: N1  
Usage: Optional  
Max Use: >1  
Purpose: To specify identifying information  
Semantic:  
Notes:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
REF01	128	Reference Identification Qualifier A code qualifying the Reference Identifier	M	ID	2/3
REF02	127	Reference Identification Reference information as defined for a particular transaction set or as specified by the Reference Identification Qualifier	X	AN	1/30
REF03	352	Description A free-form description to clarify the related data elements and their content	X	AN	1/80
REF04	C040	Reference Identifier To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O/Z		

Segment: PER Administrative Communications Contact  
Level: Table 2  
Loop: N1  
Usage: Optional  
Max Use: >1  
Purpose: To identify a person or office to whom administrative communications should be directed  
Semantic: Repeat PER03 and 04 to specify more than one contact.  
Notes: This should be used to identify the program's contact person within the named entity.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
PER01	366	Contact Function Code Code identifying the major duty or responsibility of the person or group named.	M	ID	2/2
PER02	93	Name Free-form Name	O	AN	1/60
PER03	365	Communication Number Qualifier Code identifying the type of communication number	X	ID	2/2
PER04	364	Communication Number Complete communications number including country or area code when applicable.	X	AN	1/80

Segment: AMT Monetary Amount  
Level: Table 3  
Loop:  
Usage: Optional

Not Used	Max Use:	1				
	Purpose:	To indicate the total monetary amount				
	Semantic:					
	Notes:	Should be used to convey the total amount of the transaction set, including all obligor levies contained therein.				
	Data Element Summary					
Ref. Des.	Data Element	Name		Attributes		
AMT01	522	Amount Qualifier Code A code to qualify the amount	M	ID	1/2	
Recommended codes include but are not limited to: 11 - Total Transaction Amount						
AMT02	782	Monetary Amount	M	R	1/15	
AMT03	478	Credit/Debit Flag Code A code indicating whether the monetary amount is a credit or debit	O	ID	1/1	

Segment: SE Transaction Set Trailer  
 Level: Table 3  
 Loop:  
 Usage: Mandatory  
 Max Use: 1  
 Purpose: To indicate the end of a transaction set and provide the count of the transmitted segments (including beginning (ST) and ending (SE) segments)  
 Semantic:  
 Notes:

Data Element Summary					
Ref. Des.	Data Element	Name		Attributes	
SE01	96	Number of Included Segments	M	NO	1/10
SE02	329	Transaction Set control Number	M	AN	4/9

## BUSINESS CASE SCENARIO

As government revenue agencies increase their collection activities, the burden placed on the agencies and third party business partners increases accordingly. Collection activities include preparing and mailing a multitude of paper documents (i.e., bills, levies, etc.) to debtors as well as third-party asset holders. In the case of levies, the asset holder is required to respond either by notifying the agency of the lack of funds available or by remitting the funds requested. In the paper processing world, this translates to cumbersome, time-consuming manual processes. The federal government has established goals to minimize paper processing by the year 2000. This will be accomplished by implementing programs such as Electronic Funds for Tax Payments System (EFTPS) and Electronic Commerce for procurement. Similarly, state and local government agencies are striving to meet this goal. In California, the agency responsible for collecting income tax has also been entrusted with the collection of many non-tax debts. Based on the expanding collection activities and enormous growth of paper documents being generated by such activities, efforts are being focused to automate the processes wherever possible.

The California Franchise Tax Board (FTB) receives non-tax cases referred from counties and other entities when they become delinquent and are determined "uncollectable" by the originating entity.

Once a month, each participating entity sends a magnetic tape containing information for new accounts it wishes to refer to FTB for collection, or for those accounts requiring modification. FTB maintains a system into which all account information is loaded, stored and used to monitor the case. It is possible that a debtor may have multiple debts, such as a child support debt and a court-ordered debt (i.e., restitution, fine, etc.). One FTB account will be created containing balances due to more than one entity. Each entity will report the balance due and account information for only their debt. The first action taken is to issue a "Demand For Payment" notice to the debtor. The debtor then has ten days to resolve the delinquency and avoid further collection action.

If the debt is not resolved within the ten days allowed by the "Demand for Payment" notice, FTB issues an administrative levy. Levies are used to offset an asset (i.e., bank account or wages) in order to satisfy a debt. FTB can issue levies without the time-consuming process typical of the county court system, which must be utilized by counties. To determine which financial institution(s) hold assets for a specific debtor, FTB uses interest earnings information sent from financial institutions in California. When the financial institution receives the levy, they must notify the debtor/account holder (per California Civil Code Procedures). The financial institution then processes the levy, matching it against account holder information. If an asset (i.e., savings account, checking account, safe deposit box, IRA/KEOUGH account, etc.) is located, the levy attaches 100% of it (not to exceed the total amount of the levy). The asset is "frozen" for ten days. During the ten-day period, the debtor has another opportunity to resolve the balance due. When this occurs, a levy release is issued and the funds are again available to the account holder. If the debtor does not resolve the balance due within the ten days, the financial institution responds by sending whatever funds are available. If an asset is not located for the debtor, the financial institution responds immediately to that effect. If the bank levy is unsuccessful, a wage garnishment is issued.

A wage garnishment requires an employer to withhold as much as 25% of the employees net wages within each pay period, until the debt is paid off. In the case of a child support debt, the amount withheld can be as much as 50% of net wages. To determine whether a debtor is employer and if so, where, FTB uses wage earnings information from the California Employment Development Dept. This information consists of employer's ID, amount of wages paid to employees, etc.

The X.12 TS521 is a bi-directional transaction set and enables a taxing authority, collection agency, etc. to issue a levy to an asset holder and the asset holder to respond using the same format. It can effect the movement of money required by the levy as well as the data required.

The following examples detail the TS521's use for levies issued to a financial institution and to an employer.

#### EXAMPLE #1

This example represents a bank levy<sup>1</sup> issued for a Child Support collection case being collected by FTB. In the example shown here, Joe Parent owes child support to several different counties.

EDI DATA	TRANSLATION
ST~521~1111\	TS521; Control # 1111
BGN~00~CSCOTW~971101~WH~19\	Beginning segment; original transaction; TS date is 11/01/97 and the transaction is an "Order to Withhold"
N1~AG~CALFTB\	Sent from California Franchise Tax Board
N3~POBOX 460\	Agency's address
N4~SACRAMENTO~CA~957410460\	Agency's city, state, zip
PER~CN~TE~9168456700\	General contact telephone # is (916)8456700
N1~04~BANKOFANYONE~49~71111111000\	Levy sent to Bank of Anyone; Bank's ID no. (assigned by agency)
N2~LEVY DEPT\	Additional address info - Levy Dept.
N3~POBOX 54660\	Bank's address
N4~LOSANGELES~CA~90054\	Bank's city, state, zip
NM1~D4~1~PARENT~JOE~49~CS8594292\	Debtor is an individual; name is Joe Parent; FTB assigned number is CS8594292
N3~4055 ANY ST\	Debtor's address
N4~ANYCITY~CA~90232\	Debtor's city, state, zip
REF~12~95000150141\	Billing number is 95000150141
REF~SY~203321385\	Debtor's SSN is 203321385
PAM~VH~2348452\	The total amount due on this levy is \$23484.52
CDS~DO~FC~ZX~19~XX <sup>2</sup> ~D0999680\	Case description = Domestic case in Family court; County ID # is 19; County assigned case # is D0999680
PAM~PJ~1338352\	The amount due to this county for this case is \$13383.52
CDS~DO~FC~ZX~41~XX <sup>2</sup> ~T41111\	Case description = Domestic case in Family court; County ID # is 41; County assigned case # is T41111
PAM~PJ~10100\	The amount due to this county for this case is \$101.00
CDS~DO~FC~ZX~41~XX <sup>2</sup> ~T41222\	Case description = Domestic case in Family court; County ID # is 41; County assigned case # is T41222
PAM~PJ~1000000\	The amount due to this county for this case is \$10000.00
SE~23~1111\	

<sup>1</sup> In this Tutorial, a bank levy is also referred to as an Order to Withhold or OTW.

<sup>2</sup> DM submitted for code 'OE' = Originating Entity-assigned Case #.

**EXAMPLE #2**

This example represents a response to the example on the previous page. It indicates that an account has been located and payment less than requested amount is included.

EDI DATA	TRANSLATION
ST~521~1112\	TS521; Control # 1112
BGN~11~CSCOTW~971110~1111~WH\	Beginning segment; response transaction; TS date is 11/10/97; TS is in response to TS #1111 and is an "Order to Withhold"
BPR~C~500000~C~DZC~01~123456789~03~9 87654321~9PAYERID#~01~2345678901~ZB1~F TBACCT#~971111~PCS\	C=pmt and remittance detail being sent; amt. of the payment is \$5000.00; being sent in the ACHCCD+ method; the ABA# of the ODFI is 123456789; pmt coming out of checking acct. # 987654321; the user assigned ID # of the originator is PAYERID#; the ABA# of the RDFI is 2345678901; the account receiving the pmt is a Zero Balance Acct # FTBACCT#; Pmt settlement date is 11/11/97; PCS = the pmt is for child support
N1~04~BANKOFANYONE~49~71111111000\	Sent from B of A; Bank's ID no.(assigned by agency)
N2~LEVY DEPT\	Additional address info - Levy Dept.
N3~POBOX 54660 \	Bank's address
N4~ LOSANGELES~CA~90054 \	Bank's city, state, zip
N1~AG~CALFTB\	Send to California Franchise Tax Board
NM1~D4~1~PARENT~JOE~49~CS8594292\	Debtor is an individual named Joe Parent; FTB assigned case number is CS8594292
REF~12~95000150141\	Billing number is 95000150141
REF~SY~203321385\	Debtor's SSN is 203321385
AD1~IF\	Adjustment reason is insufficient funds
SE~13~1222	

**EXAMPLE #3**

This example represents a wage garnishment<sup>3</sup> being issued for a Child Support collection case.

EDI DATA	TRANSLATION
ST~521~2223\	TS521; Control # 2223
BGN~00~CSCEWO~971101~GR~19\	Beginning segment; original transaction ID; transaction set date is 11/01/97; transaction is a garnishment
N1~AG~CALFTB\	Sent from California Franchise Tax Board
N3~POBOX 460\	Agency's address
N4~SACRAMENTO~CA~957410460\	Agency's city, state, zip
PER~CN~TE~9168456700\	General contact telephone # is (916)8456700
N1~04~MOMS DINER~49~1234567\	Send to info; Mom's Diner's agency assigned ID # is 1234567
N3~111 ANY STREET\	Employer's address
N4~LOS ANGELES~CA~90054\	Employer's city, state, zip
NM1~D4~1~PARENT~JOE~49~CS8594292\	Debtor is an individual; name is Joe Parent; agency assigned number is CS8594292
N3~4055 ANY ST\	Debtor's address
N4~ANY CITY~CA~90232\	Debtor's city, state, zip
REF~12~95000160000\	Billing number is 95000160000
REF~SY~203321385\	Debtor's SSN is 203321385
PAM~VH~2348452\	The total amount due on this levy is \$23484.52
CDS~DO~FC~ZX~19~XX <sup>2</sup> ~D0999680\	Case description = Domestic case in Family court; County ID # is 19; County assigned case # is D0999680
PAM~PJ~1338352\	The amount due to this county for this case is \$13383.52
CDS~DO~FC~ZX~41~XX <sup>2</sup> ~T41111\	Case description = Domestic case in Family court; County ID # is 41; County assigned case # is T41111
PAM~PJ~10100\	The amount due to this county for this case is \$101.00
CDS~DO~FC~ZX~41~XX <sup>2</sup> ~T41222\	Case description = Domestic case in Family court; County ID # is 41; County assigned case # is T41222
PAM~PJ~1000000\	The amount due to this county for this case is \$10000.00
SE~22~2223	

<sup>3</sup> In this tutorial a wage garnishment is also referred to as an "Earnings Withholding Order" or EWO.



**EXAMPLE #4**

This example represents a positive response with payment from Joe Parent's employer, Mom's Diner. The debtor is employed and withholding will begin on 11/15/97.

EDI DATA	TRANSLATION
ST~521~2224\	TS521; Control # 2224
BGN~11~CSCEWO~971110~2223~GR\	Beginning segment; response transaction ID is CSCEWO; TS date is 11/10/97; this TS is in response to TS #2223 and is a garnishment
BPR~C~50000~C~DZC~01~123456789~03~98 7654321~31234567~01~2345678901~ZB1~FTB ACCT~971116~PCS\	C=pmt and remittance detail being sent; amt of the payment is \$500.00; being sent in the ACHCCD+ method; the ABA# of the ODFI is 123456789; pmt coming out of checking acct. # 987654321; the user assigned ID # of the originator is 31234567; the ABA# of the RDFI is 2345678901; the account receiving the pmt is a Zero Balance Acct # FTBACCT; Pmt settlement date is 11/16/97; PCS = the pmt is for child support
N1~04~ MOMS DINER~49~31234567\	Sent from Mom's Diner, Employer's ID is 31234567
N3~111 ANY STREET\	Employer's address
N4~ LOSANGELES~CA~90054 \	Employer's city, state, zip
N1~AG~CALFTB\	Send to California Franchise Tax Board
NM1~D4~1~PARENT~JOE~49~CS8594292\	Debtor is an individual named Joe Parent; FTB assigned case number is CS8594292
REF~12~95000160000\	Billing number is 95000160000
REF~SY~203321385\	Debtor's SSN is 203321385
PAM~XV~50000~BW~194~971115\	Amount to be withheld for future payments is \$500.00, bi-weekly, beginning with the period ending 11/15/97
SE~12~2224	

**EXAMPLE #5**

This example represents a response from the debtor's employer and indicates that there is a higher priority Order in effect and no payment is being remitted.

EDI DATA	TRANSLATION
ST~521~2225\	TS521; Control # 2225
BGN~11~CSCEWO~971110~2223~GR\	Beginning segment; response transaction ID is CSCEWO; TS date is 11/10/97; this TS is in response to TS #2223 and is a garnishment
N1~04~ MOMS DINER~49~31234567\	Sent from Mom's Diner, Employer's ID is 31234567
N3~111 ANY STREET\	Employer's address
N4~ LOSANGELES~CA~90054 \	Employer's city, state, zip
N1~AG~CALFTB\	Send to California Franchise Tax Board
NM1~D4~1~PARENT~JOE~49~CS8594292\	Debtor is an individual named Joe Parent; FTB assigned case number is CS8594292
REF~12~95000160000\	Billing number is 95000160000
REF~SY~203321385\	Debtor's SSN is 203321385
AD1~ML\	Adjustment reason is "levy amount exceeded" -

This could be interpreted to mean that a levy of higher priority is in effect and the employee has no disposable wages to withhold.

SE~11~2225\

#### EXAMPLE #6

This example represents a response from the debtor's employer, Mom's Diner, indicating any of the following conditions:

1. The debtor has been terminated but the employer expects to rehire him at a known later date.
2. The debtor has been terminated and the employer does not plan to rehire him.
3. The employer has no record of the debtor

EDI DATA	TRANSLATION
ST~521~2226\	TS521; Control # 2226
BGN~11~CSCEWO~971110~2223~GR\	Beginning segment; response transaction ID is CSCEWO; TS date is 11/10/97; this TS is in response to TS #2223 and is a garnishment
N1~04~ MOMS DINER~49~31234567\	Sent from Mom's Diner; Employer's ID is 31234567
N3~111 ANY STREET\	Employer's address
N4~ LOSANGELES~CA~90054 \	Employer's city, state, zip
N1~AG~CALFTB\	Send to California Franchise Tax Board
NM1~D4~1~PARENT~JOE~49~CS8594292\	Debtor is an individual named Joe Parent; FTB assigned case number is CS8594292
REF~12~95000160000\	Billing number is 95000160000
REF~SY~203321385\	Debtor's SSN is 203321385
AD1~AX\	Adj. Reason is 'person no longer employed'
DTM~296~980101\	Mom's Diner plans to rehire the employee 1/1/98
SE~12~2226\	

Note: If the employer does not indicate that they plan to rehire the employee, they would send the AD1 segment, but not the DTM.

Note: There are no codes to describe Example 6.3

#### EXAMPLE #7

This example represents a response from Joe Parent's employer, Mom's Diner, with some "other" reason for not sending payment. This case requires manual intervention to interpret the MSG segment and therefore should only be used in exception situations.

EDI DATA	TRANSLATION
ST~521~2227\	TS521; Control # 2227
BGN~11~CSCEWO~971110~2223~GR\	Beginning segment; response transaction ID is CSCEWO; TS date is 11/10/97; this TS is in response to TS #2223 and is a garnishment
N1~04~ MOMS DINER~49~31234567\	Sent from Mom's Diner; Employer's ID is 31234567
N3~111 ANY STREET\	Employer's address
N4~ LOSANGELES~CA~90054 \	Employer's city, state, zip
N1~AG~CALFTB\	Send to California Franchise Tax Board
NM1~D4~1~PARENT~JOE~49~CS8594292\	Debtor is an individual named Joe Parent; FTB assigned case number is CS8594292

REF~12~95000160000\  
REF~SY~203321385\  
MSG~OTHER REASON FOR NOT SENDING  
PAYMENT  
SE~11~2227\

Billing number is 95000160000  
Debtor's SSN is 203321385

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